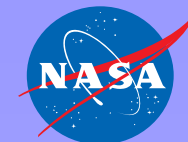


# *Office Of Human Capital*

Presented by:  
Tereasa H. Washington  
Deputy Director, Office of Human Capital  
Marshall Space Flight Center,  
November 28, 2007

# Office of Human Capital Staff



HS01

**Office of the Director**  
Tereasa Washington, Director

Digna Carballosa,  
Deputy Director




**Business Management Team** HS01

Cindy Campbell,  
Team Lead

- Management and IT Resources
- Administrative Services
- OHC Budget
- NASA Exchange Budget



**Organization & Leadership Development Office** HS10

Jim Andrews,  
Manager

- Leadership Programs
- Organizational Development
- Coaching/Mentoring
- Succession Planning
- Certification Programs
- Client Solutions/Integrated Consulting



**Workforce Strategy & Planning Office** HS20

David Jeffreys,  
Manager


- Strategic Workforce Planning
- Workforce Analysis
- CMS and WIMS System Administration



**Academic Affairs Office** HS30

Tammy Rowan,  
Manager

- Higher Education (Co-op/Recruiting)
- Minority University Research & Education
- Elementary/Secondary Education
- Informal Education
- Education Technology & Products



**Training & Incentives Office** HS40

Tricia Kennedy,  
Manager

- Integrated Training Planning
- Training Programs/Services
- Individual Development Plans
- Awards and Incentives
- Training Systems

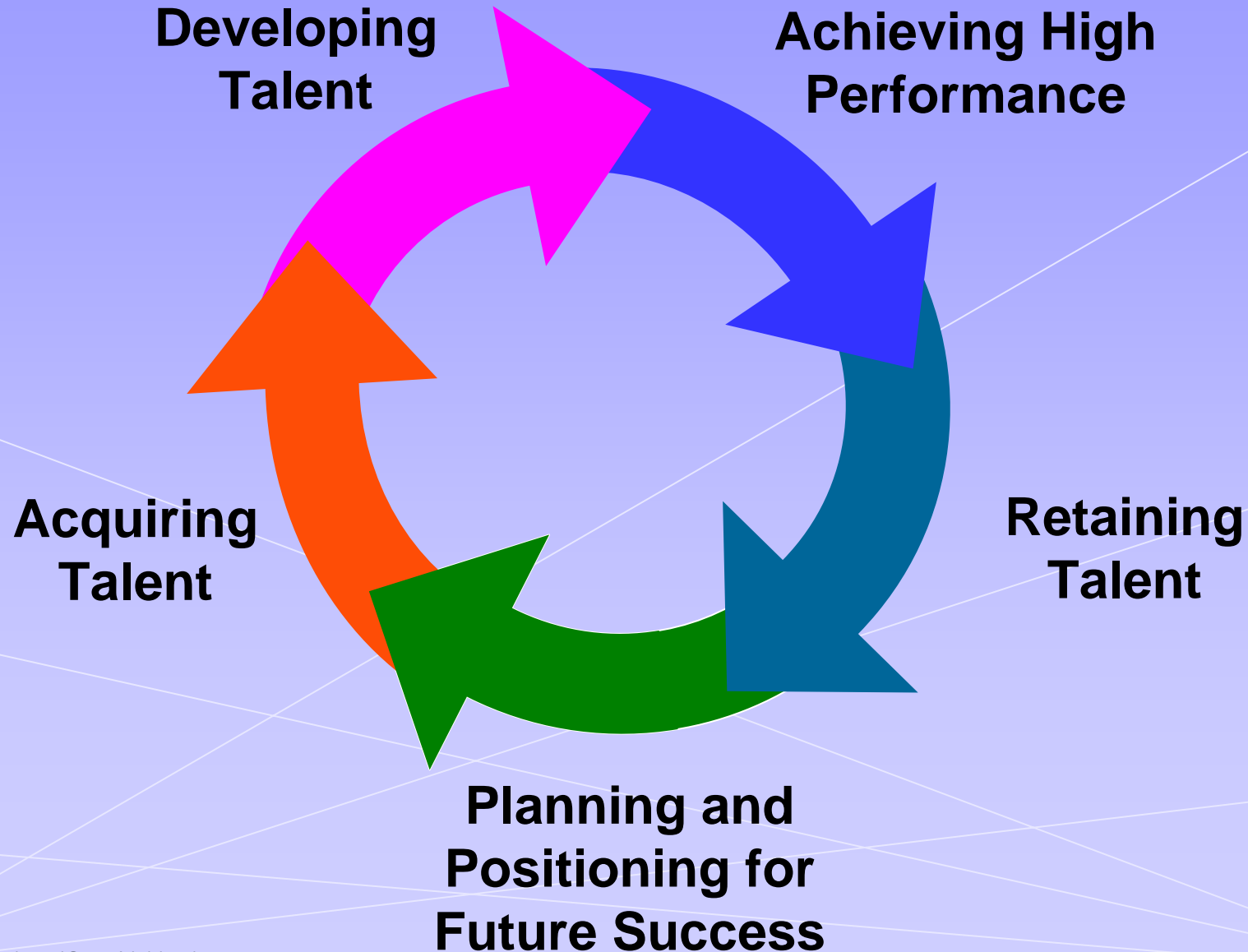


**Employee Services & Operations Office** HS50

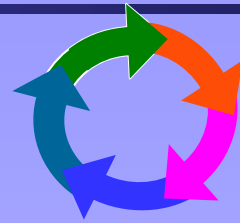
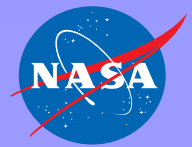
Danny Hightower,  
Manager

- Executive Resources (SES/NEX)
- Employee Services (e.g., Benefits/Retirement/EAP)
- Policy & Operations (e.g., Classification/Staffing/Employee Relations/Labor Relations)





# Talent Management



Planning and Positioning for Future Success	Acquiring Talent	Developing Talent	Achieving High Performance	Retaining Talent
<ul style="list-style-type: none"> <li>▪ Strategic Staffing &amp; Recruiting Plans</li> <li>▪ Competency Management System</li> <li>▪ Promotion Allocation Tracking</li> <li>▪ Workforce Planning</li> <li>▪ Succession Management</li> <li>▪ Education Pipeline Programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal Placement/External Hiring</li> <li>▪ University Relations</li> <li>▪ College Recruiting</li> <li>▪ Education Pipeline:                             <ul style="list-style-type: none"> <li>▪ Co-op Program</li> <li>▪ Federal Career Interns</li> <li>▪ Visiting Researchers</li> <li>▪ Intergovernmental Mobility Assignments (IPA)</li> <li>▪ Undergraduate/ Graduate Student Researchers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Center Investment Strategy</li> <li>▪ Training Administration</li> <li>▪ Executive Development</li> <li>▪ Mentoring Program</li> <li>▪ Engineering Design Challenges</li> <li>▪ NASA Explorer Schools/AESP</li> <li>▪ INSPIRE</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership Development</li> <li>▪ Organization Development</li> <li>▪ Performance Management</li> <li>▪ Executive Coaching</li> <li>▪ Change Management</li> <li>▪ Awards and Incentives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee Assistance</li> <li>▪ Position Management</li> <li>▪ Employee / Labor Relations</li> <li>▪ Position Classification</li> <li>▪ Workforce Coalition: Education Task Force</li> </ul>



## HS10/Organization & Leadership Development Office

Jim Andrews, Manager

### Change Management

- Agency Initiative support
- Strategic Change Initiative
- Project life cycle support

### Organization Development

- Leadership Transition
- Team building
- Individual, Team, Organization Interventions

### Professional Development

- New Employee Orientation
- Supervisory Development
- Leadership Development
- Succession Planning

### Technical Mentoring

- Agency APPEL
- Technical Mentors on call
- SLaTS, Lessons Learned courses

**Planning and Positioning for Future Success**

**Acquiring Talent**

**Developing Talent**

**Achieving High Performance**

**Retaining Talent**



## HS20/Workforce Strategy & Planning Office

David Jeffreys, Manager

### Workforce Strategy & Planning

- Strategic Planning
- Competency Management
- Shuttle Transition and Retirement Team
- Workforce Standing Technical Team
- Base Realignment and Closure (BRAC)

### Workforce Analysis

- Phasing Plan Development
- Skills Gap Assessment
- Workforce Planned vs. Actual (FTE, Competency)
- Workforce Trending & Forecasting
- High Grade Position Review Committee

### Sustaining and Tracking

- Database Administration (CMS, WIMS)
- Management Reports & Customer Data Requests
- Phasing Plan Execution
- Workforce Metrics

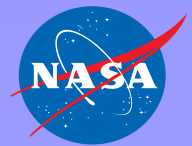
**Planning and  
Positioning for  
Future Success**

**Acquiring Talent**

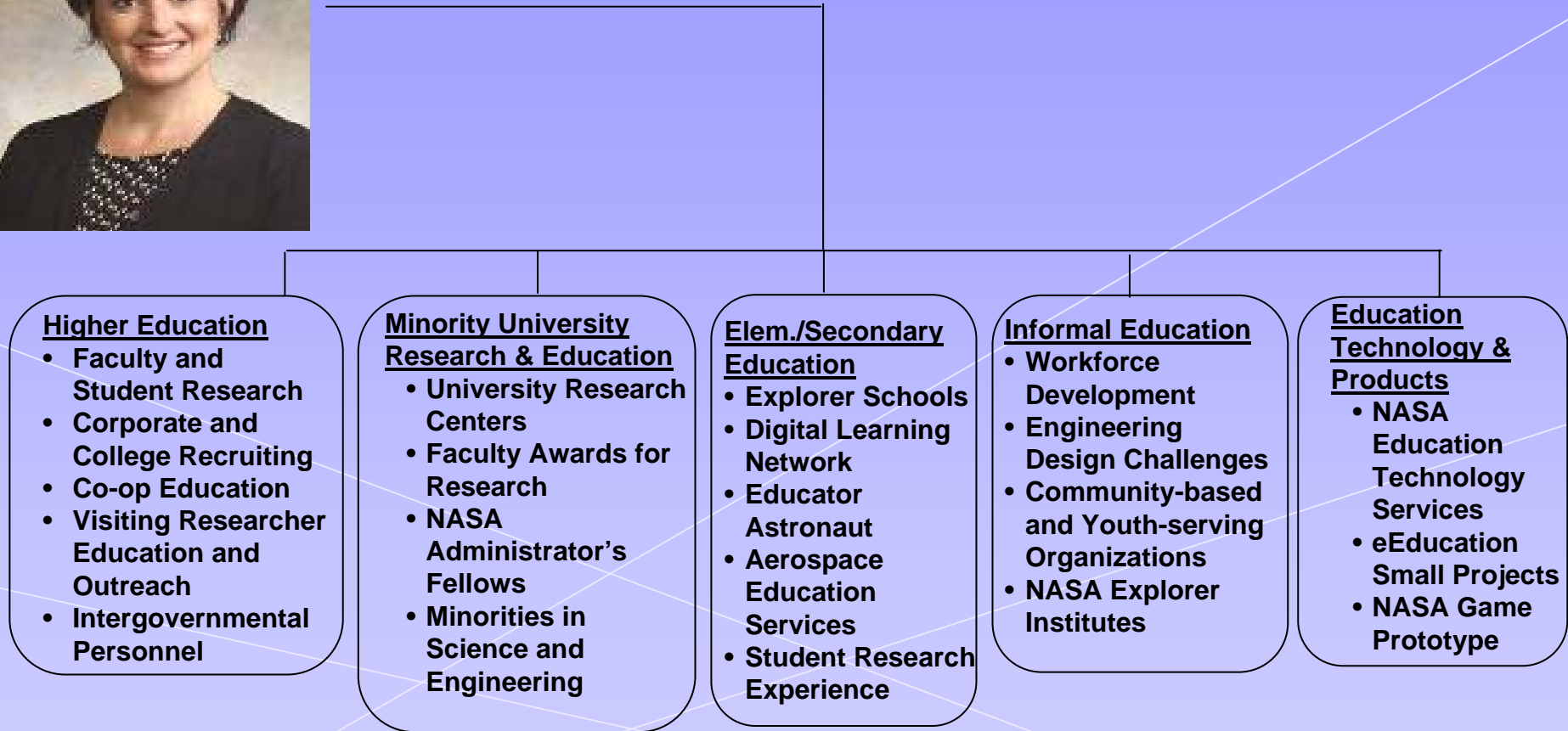
**Developing  
Talent**

**Achieving  
High  
Performance**

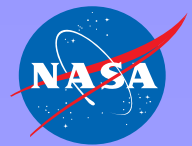
**Retaining  
Talent**



**HS30/Academic Affairs Office**  
 Tammy Rowan, Manager



Planning and Positioning for Future Success	Acquiring Talent	Developing Talent	Achieving High Performance	Retaining Talent
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## HS40/Training & Incentives Office

Tricia Kennedy, Manager

### Training Consultants

- Client Consultants
- Supporting Consultants

### Training / Conference Specialists

- Conf / Training Lead
- External Training Consultants
- Internal Training Consultants

### Technical Training

- Training Systems Manager
- Training Systems Analyst

### Incentives Consultants

- Center Awards Officer
- Awards Support

**Planning and  
Positioning for  
Future Success**

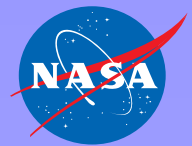
**Acquiring Talent**

**Developing  
Talent**

**Achieving  
High  
Performance**

**Retaining  
Talent**





## HS50/Employee Services & Operations Office Danny Hightower, Manager

### Executive Resources

- SES/ST/SL/NEX Positions
- Executive Performance Mgmt
- Center Org Chart
- Center Charters

### Staffing

- Internal (CPP)
- External Hiring
- NASA STARS

### Position Classification/Position Management

- Staffing Plans Management
- Position Management  
(Org Structure, Numbers & Types of Positions)
- Position Classification (titles, grades)

### Employee Relations

- Conduct Based Discipline
- Workplace Violence
- Threat Assessment

### Performance Management

- Employee Perf. Communication Plan
- Performance based Discipline
- Performance Improvements Plans

### Federal Labor Relations

- Labor Contract Negotiations
- Conditions of Employment Change
- Bargaining

### Employee Assistance Program

- Professional Counseling/Interventions
- Lunch & Learn Program

### Employee Services/Special Programs

- Benefits (Health/Life Insurance, TSP, etc)
- Personnel Action Processing
- Telework
- Blood Drive
- HR Policy Review/Assessment

**Planning and  
Positioning for  
Future Success**

**Acquiring Talent**

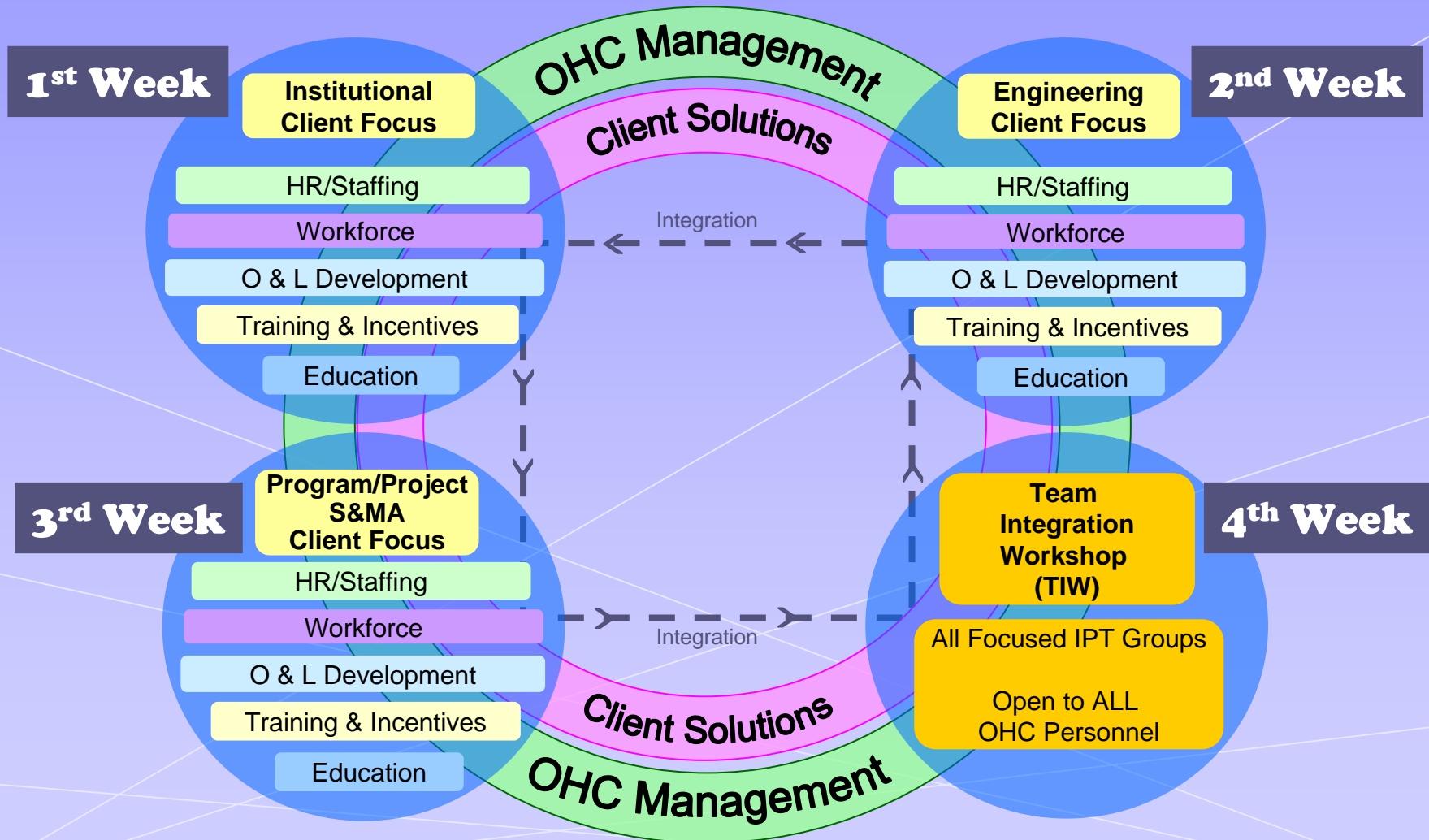
**Developing  
Talent**

**Achieving  
High  
Performance**

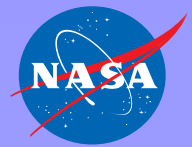
**Retaining  
Talent**

# Integrated Product Teams (IPT's)

- Integrated Product Team (IPT) process provides enhanced customer service and integration of OHC functions.

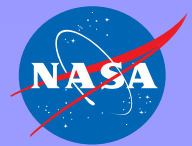


# Training Consultant (TC) and Human Resource (HR) Support By Organization



<b>AS</b>	<b>Office of Center Operations</b> (Ann McNair, Bob Devlin)	<b>TC:</b> Tina Smith, 544-7834 <b>HR:</b> Carolyn Lundy, 544-4049
<b>CS</b>	<b>Office of Strategic Analysis &amp; Communications</b> (Robin Henderson (Acting), Liz Newton/Shar Hendrick/Bill Hicks)	<b>TC:</b> Denise McCaul, 544-6505 <b>HR:</b> Joe Drieling, 544-4115
<b>D Codes</b>	<b>Office of the Center Director</b> (Dave King, Robert Lightfoot, Robin Henderson)	<b>TC:</b> Denise McCaul, 544-6505 <b>HR:</b> Jim Bramblett, 544-3398
<b>ED</b>	<b>Engineering Directorate</b> (Dan Dumbacher, Chris Singer, Steve Miley)	<b>TC:</b> Pat Schultz, 544-7559; Ronald McDonald, 544-8315 <b>HR:</b> ED01/02/03 (Mack Blackman, 544-7509) ET/EO/EE (Rita Evans-McCoy, 544-7507) ER/EV (Barb Fawcett, 544-1612) ES/EM (Trish Caraway, 544-7755)
<b>HS</b>	<b>Office of Human Capital</b> (Tereasa Washington, Digna Carballosa)	<b>TC:</b> Denise McCaul, 544-6505 <b>HR:</b> Carolyn Lundy, 544-4049
<b>IS</b>	<b>Office of Chief Information Officer</b> (John McDougle, Neil Rodgers – IEMP)	<b>TC:</b> Tina Smith 544-7834 <b>HR:</b> Wendy Sullivan 544-4945
<b>JP</b>	<b>Ares Projects Office</b> (Steve Cook, Teresa Vanhooser)	<b>TC:</b> Ela Washington 544-1164 <b>HR:</b> Dana Blaine 544-7514
<b>LS</b>	<b>Office of Chief Counsel</b> (Bill Bierbower)	<b>TC:</b> Tina Smith X7834 <b>HR:</b> Carolyn Lundy X4049

# Training Consultant (TC) and Human Resource (HR) Support By Organization



<b>MP</b>	<b>Shuttle Propulsion Office</b> (Steve Cash, Jody Singer)	<b>TC:</b> Ela Washington 544-1164 <b>HR:</b> Dana Blaine X7514
<b>OS</b>	<b>Office of Diversity &amp; Equal Opportunity</b> (Audrey Robinson)	<b>TC:</b> Tina Smith X7834 <b>HR:</b> Carolyn Lundy X4049
<b>PS</b>	<b>Office of Procurement</b> (Steve Bealle, Byron Butler)	<b>TC:</b> Tina Smith X7834 <b>HR:</b> Ursula Patterson X7612
<b>QD</b>	<b>Safety &amp; Mission Assurance Directorate</b> (Roy Malone, Herb Shivers)	<b>TC:</b> Pat Schultz, 544-7559; Ronald McDonald, 544-8315 <b>HR:</b> Wendy Sullivan, 544-4945
<b>RS</b>	<b>Office of Chief Financial Officer</b> (Pam Cucarola, Brandon Brown)	<b>TC:</b> Tina Smith, 544-7834 <b>HR:</b> Ursula Patterson, 544-7612
<b>VP</b>	<b>Science &amp; Missions Systems Office</b> (John Horack)	<b>TC:</b> Ela Washington 544-1164 <b>HR:</b> Joe Drieling, 544-4115

## Other Key OHC Points of Contact

**Change Management/HS10:** Angela Saile, 961-2240

**Cooperative Education Program/HS30:** Chrissa Hall, 961-1383

**Leadership Programs/HS10:** Chris Robinson, 544-1422

**Organization Development/HS10:** Drew Smith, 544-4932

**Workforce Planning/HS20:** *WIMS/CMS* (Susan Gentile 544-5902)

**Workforce Planning/HS20:** *Ad Hoc Queries/Reports* (Rachel Stewart 544-5557)